



## CHS ALLIANCE 2024 BOARD ELECTIONS NOMINATIONS PACK

### INTRODUCTION

Thank you for your interest in becoming a Board member of the CHS Alliance. This is a very rewarding role at the centre of driving a more accountable aid system.

This document is part of the election package consisting of:

- Nominations pack (this document)
- Nomination form (deadline to send back to [ga@chsalliance.org](mailto:ga@chsalliance.org) is Sunday 18 August 2024)

### BACKGROUND

#### 1. About the CHS Alliance

##### Vision

The vision of the CHS Alliance is that people and communities vulnerable to risk of, and affected by, disaster, conflict, poverty or injustice can access and shape quality assistance and hold organisations accountable.

##### Mission

The mission of the CHS Alliance is to promote respect for the rights and dignity of people and communities vulnerable to risk and affected by disaster, conflict or poverty and enhance the effectiveness and impact of assistance by building a culture of quality and accountability.

##### Organisational values

- Aiming for excellence
- working as a team
- respecting and caring for each other
- acting with integrity
- thinking creatively

##### Strategic objectives

- **Improved delivery of the CHS Commitments**

CHS Alliance will facilitate improvements, by guiding organisations to verify their performance and supporting them in delivering the CHS Commitments.

- **A stronger CHS Alliance movement**

CHS Alliance will encourage more, and more diverse, organisations from across the globe to join the Alliance, to bring members together to deliver the CHS and advocate for change.

- **A more accountable aid system**

CHS Alliance will use evidence and learning from organisations applying the CHS, to influence and drive the system changes needed to bring about more accountability to people affected by crises.

## 2. About the Board

The CHS Alliance Board brings together a diverse and talented set of individuals who play a critical role in overseeing the work of the Alliance, ensuring its strong governance and providing expertise and support to the achievement of its mission.

According to article 21.1 of the [statutes of the CHS Alliance](#), the Board is composed of a minimum of 10 and a maximum of 15 **elected** members, plus a maximum of two **co-opted** individuals. Board members are elected by the General Assembly (GA) of members. The Board has overall responsibility for the governance of the CHS Alliance in between GAs. It is committed to operating according to the best practices identified in the report "[Governing Well: Five Questions AID Organisations' Governing Boards Should Be Asking](#)", published by the Alliance in May 2022.

### Purpose of Board governance

- To ensure that the organisation works within the relevant legal frameworks and consistent with CHS Alliance Statutes and Governance Manual.
- To ensure that the interests of the membership are represented and addressed.
- To ensure that the CHS Alliance is accountable to all relevant stakeholders.
- To give strategic guidance and to ensure that the work of the organisation is focused on the needs of the wider stakeholder group.
- To ensure that the governance is based on and demonstrates the values of the CHS Alliance and is an example of good practice in the sector.
- To maintain a single and coherent brand for the CHS Alliance.

### Board competencies

The Board should present an appropriate range of expertise and experience to make it a credible and effective governing body for the CHS Alliance.

The Board should present the following characteristics:

#### Composition

- Diversity reflecting the communities and members the Alliance seeks to serve (e.g. gender, ethnicity, language, geographic location)
- Representatives of different types and sizes of NGOs
- Survivors of war or humanitarian crisis, and/or beneficiaries of humanitarian assistance
- Members who enhance the organisation's public standing

#### Range of Expertise

- In-country experience and knowledge leading humanitarian aid and/or development programmes
- Headquarters experience and knowledge leading humanitarian aid and/or development programmes
- Personal experience as survivors of a humanitarian disaster
- Knowledge of the rights of crisis-affected individuals and communities, and in particular of women's rights and child's rights
- Experience as a donor
- Understanding and knowledge of accountability systems and mechanisms
- Understanding and knowledge of verification process
- Previous experience with Boards

### Range of skills

- Organisational leadership skills
- Financial management skills
- Fundraising skills
- Strategic planning skills
- HR / organisational development / people management skills
- Standard setting and policy development skills
- Communication skills
- Community-building skills
- Inter-personal and negotiation skills

For more information on the responsibilities and functions of the Board members, please refer to Annex 1.

### 2024 BOARD REQUIREMENTS

In 2024 a minimum of six (6) and maximum of eight (8) seats will be open for election. Among those seats, the Board is looking for:

- ◆ Three to six (3-6) full member representatives
- ◆ One to two (1-2) independent Board members

For this election, we are particularly looking for:

- ◆ Strong experience in advocating / being part of systems reform initiatives
- ◆ Expertise and skills in the areas of fundraising and advocacy
- ◆ Experience / informed perspectives of affected populations
- ◆ Leadership of humanitarian programming
- ◆ Lived experience of a humanitarian crisis

The process to nominate and elect members of the CHS Alliance Board will be in accordance with the CHS Alliance Statutes and CHS Alliance Board election process and will be as described below.

### CONDITIONS

- All members of the CHS Alliance (full and associate members) can nominate a candidate for the CHS Alliance Board. However, only full members' representatives can sit on the Board. This means that associate members can only nominate an independent Board member.
- Organisations who already have a representative sitting on the Board cannot nominate another representative, but they can nominate an independent individual.
- Nominees should meet the core competencies and expectations of Board members described in article 21.1 of the Statutes.
- CHS Alliance Board meetings are conducted in English. Normally four Board meetings per year are held (generally once face-to-face and three via web conference).
- Board members are expected to have their respective organisations cover the costs for attendance at Board meetings. The Alliance has limited funding to support independent Board members' travel only, unless agreed under exceptional circumstances. There is an expenses policy for Board members in the finance policy and procedures.



## RESTRICTION

Members who joined the CHS Alliance as global networks can only nominate one candidate representing the whole global network<sup>1</sup>.

## PROCESS FOR SUBMITTING NOMINATIONS

- Please complete the nomination form – part of the election package – for either a CHS Alliance full member representative or an independent Board member.
- Each CHS Alliance member can only submit one nomination for the CHS Alliance Board.
- Please submit your nomination using the form and send it to [ga@chsalliance.org](mailto:ga@chsalliance.org).
- Closing date for nominations: **18 August 2024 (noon GMT)**.
- The CHS Alliance will acknowledge all nominations within 72 hours of receiving them.

## VOTING

- At least 15 days prior to the GA, members will receive the nominees' profiles document that will list all nominees by categories of vacancies.
- Only full members of the CHS Alliance, in good financial standing, can vote.
- CHS Alliance global networks have one vote for the whole global network.
- CHS Alliance associate members are not entitled to vote.
- Full members must have notified the CHS Alliance in writing of the name of their authorised representative before exercising voting rights.
- **The election will be held from 26 November to 3 December 2024. Votes will be cast online via an election platform.**
- Election results will be announced at the December 2024 General Assembly.

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<sup>1</sup> Article 7(ii) of the current Statutes state that: "A global network is eligible to be made a full member of CHS Alliance if it fulfils the criteria under Article 7(i). In addition, they join on behalf of their affiliates and name them, but only the international entity is considered a member of the CHS Alliance. The international entity may formally appoint an employee, Board member or trustee from one of its affiliates to represent it with respect to exercising its rights as a Full Member. Affiliates may benefit from the services of the CHS Alliance".

## **ANNEX 1**

### **Core responsibilities and functions of the Board and Board members**

(see Article 23 of the CHS Alliance Statutes for additional guidance)

#### Policy

- ◆ Oversee the development, implementation and review of all governance policies consistent with the objects and purposes stated in the Statutes.

#### Planning

- ◆ Determine, oversee the implementation of, and monitor the achievement of the organisation's strategic direction, including the adoption of a strategy for the organisation.

#### Compliance

- ◆ Adhere to the relevant standards of effective governance;
- ◆ Approve budgets for and oversee the management of funds subject to the requirements of any relevant funding authority;
- ◆ Oversee all financial operations and accounting procedures, and ensure that proper records and books of account are kept;
- ◆ Determine compliance policies and monitor performance in relation to government, taxation and other legal obligations; and
- ◆ Provide an annual report, auditors' report and audited financial statements of the organisation to the CHS Alliance membership.

#### Accountability

- ◆ Ensure ongoing good governance by obtaining and considering reports on the management and operations of the organisation;
- ◆ Implement procedures for the evaluation of services and programs of the organisation to ensure good practices in service provision;
- ◆ Ensure transparency in decision-making so that the organisation can follow and understand the decision-making process and the rationale for particular decisions made;
- ◆ Ensure the organisation meets or exceeds the expectations and standards required by legislation, CHS Alliance membership and its funding bodies;
- ◆ Conduct risk management reviews of the organisation;
- ◆ Ensure good information and communication processes so that the membership is kept informed;
- ◆ Manage the recruitment, employment and remuneration of the Executive Director;
- ◆ Provide advice and counsel to the Executive Director, which includes formal appraisal and feedback on performance;
- ◆ Set up Committees and Working Groups as needed;
- ◆ Review applications for membership and approve new members; and
- ◆ Determine membership fees structure.

All Board members are required to sign the CHS Alliance Code of Conduct, and a declaration that they have not been convicted of any criminal offence (such as fraud, theft or sexual exploitation and abuse).